

District Guide

to the

Education YES! School Self-Assessment Review/Approval Process

Using
MIPlan

Version 1.1
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Prepared by:



AND



The Center for Educational Performance and Information

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Introduction

This document provides district superintendents (intermediate and local), and public school academy administrators acting as district administrators, with step-by-step instructions for the review and approval of school buildings' self-assessments for *Education YES!* via the MIPlan application.

Education YES! is managed by the Michigan Department of Education and is one component of MIPlan.

MIPlan is Michigan's Web-based school improvement planning tool and is available at www.michigan.gov/miplan.


More information about MIPlan can be found on the Center for Educational Performance and Information's Web site (in the Administrators section) at www.michigan.gov/cepi.

Log In

To log in to MIPlan, point your Internet Explorer Web browser to the following location:

<http://www.michigan.gov/miplan>

You will arrive at the log-in screen, shown in the image below. Enter your **DISTRICT** User ID and Password and click the "Log-In" button.



The screenshot shows the MIPlan login interface. At the top is a banner for the "Center for Educational Performance & Information" with the Michigan.gov logo. Below the banner is a navigation bar with links: "Michigan.gov Home", "Site Map", "State Web Sites", "Contact Michigan", and "FAQ". The main heading is "MIPlan: School Improvement Planning in Michigan". Below this is a login section with the text "Type your User ID and Password here to begin!". It includes input fields for "User ID:" and "Password:", and a "Log-In" button. To the left of the login fields is a "Welcome to MIPlan!" section with a photo of two people and text describing the tool. To the right is a "MIPlan Access" section with a link "How do I get access to the MIPlan School Improvement Planning Tool?" and a paragraph explaining that MIPlan is available to each public school building and public school academy principal/administrator. Below that is a "MIPlan Help" section with a link "How do I get help with the MIPlan School Improvement Planning Tool?" and a paragraph stating that if users have questions regarding technical assistance, training, or password-related issues, they should visit the "CEPI MIPlan info page". At the bottom is a copyright notice "Copyright © 2003 - State of Michigan" and a row of links: "Michigan.gov Home", "CEPI Home", "CEPI FAQs", "Contact CEPI", "More State Web Sites", "Privacy Policy", "Link Policy", "Accessibility Policy", and "Security Policy".

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MIPlan: School Improvement Planning in Michigan

Type your User ID and Password here to begin!

User ID: Password:

Welcome to MIPlan!

MIPlan is a web-based continuous school improvement planning tool. The MIPlan system effectively brings together critical planning components of people, resources, data and information into a single environment that produces data-driven, research-based, and goal-oriented decisions for improving student learning.

MIPlan Access

[How do I get access to the MIPlan School Improvement Planning Tool?](#)

MIPlan is available to each public school building and public school academy principal/administrator. Each building principal should contact his or her local district superintendent for a MIPlan UserID and password. Public school academy administrators do not need to contact their local district superintendent. CEPI mailed UserIDs and passwords directly to each PSA in December 2003.

MIPlan Help

[How do I get help with the MIPlan School Improvement Planning Tool?](#)

If you have questions regarding technical assistance, training, or password-related issues, please visit the [CEPI MIPlan info page](#).



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Select School to Review

After you have logged in to MIPlan as a district user, a list of your district's schools will appear. An example is below. Schools that have submitted their School Self-Assessment will have a "Review" button next to each of them.

School List - Select School






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Demo District

District users may view the school self-assessments by clicking on the 'Review' button to the right of the blue status button of schools that have submitted their self-assessments.

Current Login	EdYes Reporting
 Demo District	
Schools	
George W. Garfield Middle School	 Submitted Review
George W. Garfield Middle School 1	 Not Started
George W. Garfield Middle School 2	 In Progress

[Logout](#)
[Suggestions/Comments/Questions?](#)
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Self-Assessment Status Categories Used in MIPlan

Next to each school is the status of that school's *EducationYES!* self-assessment. This status may be reported as:

- Red - Not Started

Recording the indicators of performance school self-assessment has not yet begun.

EdYes Status:  Not Started


- Yellow - In Progress

Recording the indicators of performance school self-assessment has begun.

EdYes Status:  In Progress

- Blue - Submitted

The indicators of performance school self-assessment has been finished and submitted for district review. The "Review" button will appear to the right only after a school has submitted the school self-assessment, thus the "submitted" status is the only one with the "Review" button showing. Click on the "Review" button to begin the review/approval process.

EdYes Status:  Submitted [Review](#)

After a district has reviewed the school self-assessment and responded via the application, one of the following icons will appear:

- "Exclamation Point" Icon - Pending Changes

The indicators of performance school self-assessment was submitted to the district and the district did not approve it. The district returned it to the school to make some adjustments/changes. The district should indicate these recommended changes in the Comments box. This status indicates there are changes that the school should make and re-submit.

EdYes Status:  Pending

- Green - Approved

The indicators of performance school self-assessment was submitted to the district and approved. No further work is needed on the part of the school around submission of the self-assessment. However, this information is still available within MIPlan for use in the school improvement plan as a major source of contextual data. *(Note: Districts do NOT need to "submit" the School Self-Assessments to the state. Once the processing period has closed and all schools have been "approved," the state will process the results.)*

EdYes Status:  Approved

The following pages explain how the district conducts the review of the school self-assessment.

Review School Self-Assessment

When you click on the "Review" button, an interface for that school's self-assessment will appear. The interface begins with comment text boxes (district and school) and continues with the list of performance indicators.

Review Interface

The screenshot displays the EdYes Review interface for George W. Garfield Middle School. At the top, the header includes the Center for Educational Performance & Information logo, navigation links (Michigan.gov Home, Site Map, State Web Sites, Contact Michigan, FAQ), and a menu (HOME, Introduction, Getting Started, Mission/Vision, Admin). A sidebar on the left contains a Help button. The main content area shows the school's name and a status of "Submitted" with a blue circle icon. Below this are two comment boxes: "District Comments" with a "Reject Approve" button and "School Submission Comments" with a "Show History" button. At the bottom, there are tabs for "Full Survey View" and "Summary", and a section titled "Indicators of Engagement" with a green circle icon for "Curriculum Alignment" and a "Full Data View" button.

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• HOME

[Introduction](#) [Getting Started](#) • [Mission/Vision](#) [Admin](#)

[Help](#)

Demo District
School Characteristics not set

[Back](#)

EdYes Review: George W. Garfield Middle School

EdYes Status: ● Submitted

District Comments: [Reject](#) [Approve](#)

School Submission Comments: [Show History](#)

[Full Survey View](#) [Summary](#)

Indicators of Engagement

● Curriculum Alignment [Full Data View](#)

Comments Throughout the Process

The "Comment" boxes facilitate a two-way communication between the school principal and the superintendent regarding the submission and possible changes requested by the district. The Comment boxes should be used after the district superintendent has reviewed the school's indicators (more information is in the "Completing Your Review" section about this process).

For your information: Just above the "School Submission Comments" box is the "Show History" button. When you click on this button, a pop-up window displays the submission history discussion between the district and school, providing the following information (image following) in chronological order:

- Date information was entered by district or school staff
- Who entered the information
- What action was taken
- What the change in action status was (From and To)
- Comment associated with the update

Example of district comments to school to make changes:

EdYes Report History -- Web Page Dialog					
Date	Login	Action	From	To	Comment
3/25/2004	jguykema@gsd	Reject	Submitted	Pending	Please tighten up the language in Curriculum Alignment to more closely reflect our district alignment process. Also need more specific language about support for teaching and learning in School Facilities.

List of Performance Indicators

As you scroll down the page, there is a list of performance indicators, by performance indicator category (Indicators of Engagement, Indicators of Instructional Quality, and Indicators of Learning Opportunities).

[Full Survey View](#) [Summary](#)

Indicators of Engagement

- **Curriculum Alignment**
Required qualitative collection.
- **Continuous Improvement**
Required qualitative collection.
- **Performance Management Systems**
Required qualitative collection.

Full Data View

Full Data View

Full Data View

You want to begin your review of that school's self-assessment in this section.

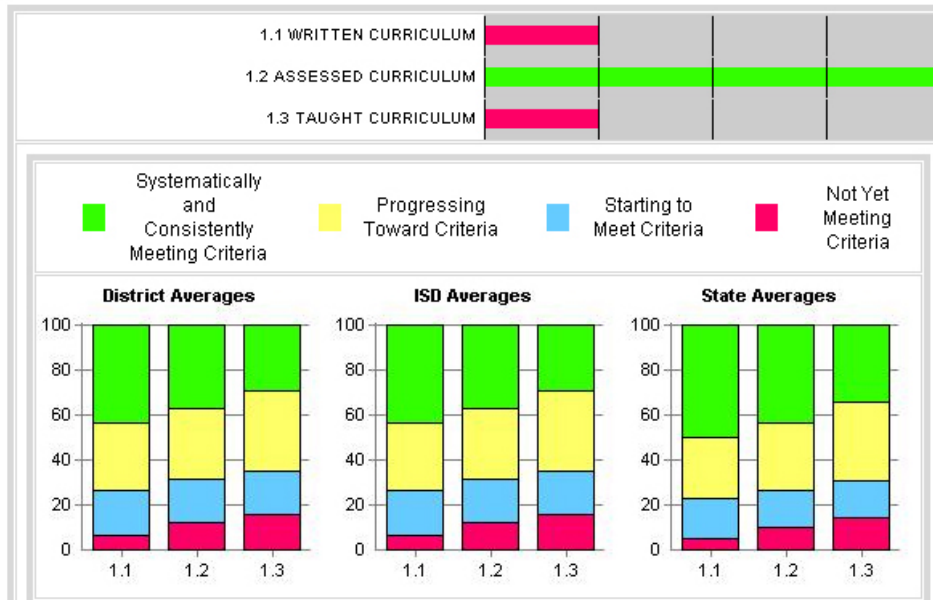
Beginning the Review

To review the self-assessment, click on the "Full Data View" button to the right of each performance indicator. You will be presented with the school self-assessment for that particular indicator as submitted (see example below).

Curriculum Alignment

Data Description: Schools will measure their work toward curriculum alignment in the school and across the district. Attention will be paid to the local curriculum standards for learning, problem solving and decision-making to give students the tools necessary to succeed in the Information Age.

Data Source Description: Contextual Survey



Indicators of Engagement

● 1. CURRICULUM ALIGNMENT

○ 1.1 WRITTEN CURRICULUM

■ **A.** Alignment to the [Michigan Curriculum Framework](#) in the four core academic content areas: Math, Language Arts, Science and Social Studies

-District core curriculum is aligned with the Michigan Curriculum Framework

■ **B.** Grade level/course standards and benchmarks for all core courses, cross-referenced to the [Michigan Curriculum Framework](#)

-District Grade Level Expectations are aligned/cross-referenced with the benchmarks in the Michigan Curriculum Framework

Achievement

Not Yet Meeting Criteria

Evidence Provided

Evidence Provided

Completing the Review

After reviewing each of the performance indicators, click on the "Back" button in the upper left corner of the indicator screen. You will return to the initial review page for that school (comment boxes/list of performance indicators).

The screenshot displays the 'EdYes Review' page for George W. Garfield Middle School. The header includes the 'Center for Educational Performance & Information' logo and navigation links like 'Michigan.gov Home', 'Site Map', 'State Web Sites', 'Contact Michigan', and 'FAQ'. A sidebar on the left contains a 'Help' button. The main content area shows the school's name, a 'Back' button, and the 'EdYes Status' as 'Submitted'. Below this are two comment boxes: 'District Comments' with 'Reject' and 'Approve' buttons, and 'School Submission Comments' with a 'Show History' button. At the bottom, there are links for 'Full Survey View' and 'Summary', and a section for 'Indicators of Engagement' with a green dot for 'Curriculum Alignment' and a 'Full Data View' button.

After you have reviewed all indicators for that school, you may enter comments in the "District Comments" box (refer to the "Comments Throughout the System" section of this guide for more information about comments boxes) and click the "Approve" button or the "Reject" button, as appropriate.

The status will change to **APPROVED** or **PENDING**. If the status shows "Approved," you have completed that school's data review. You may continue with the next school on your list. If the status shows "Pending," changes have been recommended/requested by the district and the school will need to re-submit its data for another review for approval.

Once the status shows "Approved" for all the schools in your district, your review of the School Self-Assessment is completed and will then be processed by the state. There is nothing further that you need to do.

Thank you!